

# Mountain Bike Risk Management Plan



CCC Blue Mountains

School: \_\_\_\_\_ Year: \_\_\_\_\_

Dates: \_\_\_\_\_

Program: \_\_\_\_\_ Supervising Staff: \_\_\_\_\_

## Activity Context

Riding Mountain bikes is a fun way to challenge participants in their confidence, co-ordination and balance skills. Participants are instructed on how to ride and how to use the provided safety equipment before riding. All participants are able to ride at the same time.

### Leader to Participant Ratios

For groups 13yo and above:  
1 Activity Facilitator to 16 participants

For all groups with participants under 18yo:  
Group is required to have a supervising adult present

Higher ratios may be required depending on differing group requirements or circumstances

### Participation Requirements

Participants are required to demonstrate competence in riding before taking part. Participants are to be fit, healthy and able to follow instructions

For safety, jewellery is to be removed and long hair tied back

Minimum Age: 12yo

Pregnant women are restricted from participating in this activity. Further restrictions may apply

### Equipment

Participants are required to wear/have the following:

- Sun protection (sunscreen, shirt etc.)
- Closed toe footwear
- Shoulder length shirt/top
- Pants or knee length shorts
- Adequate water
- Any medication required

The following personal protective equipment is provided and must be worn by participants riding the bikes:

- Helmets

### Activity Facilitators

Activity Facilitators are trained and signed off as competent to run activity by Activities Manager

Activity Facilitators hold current first aid and CPR certificates

### Emergency

Mountain bike riding is conducted on site and first aid is located nearby  
Ambulance time is 15 minutes

Activity Facilitators carry the following equipment:

- First Aid Kit
- UHF Radio

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**Risk Management Plan**

Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
<b>Mountain bike Specific – Risk factors specifically associated with the Mountain bikes activity at CCC Blue Mountains</b>				
Hazardous conditions increasing likelihood of accident	<ul style="list-style-type: none"> <li>Ensure tracks is inspected regularly and maintained when possible, inspections to occur prior to activity by staff</li> <li>Tracks used are to be chosen based on experience of group and condition of tracks, as some tracks are in national parks and public reserve areas.</li> </ul>	Unlikely	Moderate	Satisfactory
Crash resulting in serious injury	<ul style="list-style-type: none"> <li>Participant wearing correct attire (enclosed shoes)</li> <li>Safety briefing to cover accident procedures, where to wait safely if participant sees an accident, what to do if participant is involved in the accident</li> <li>Safety equipment available (helmets) and worn correctly</li> <li>Bikes are maintained and checked before session</li> <li>Facilitators running activity trained in first aid and how to respond to emergency situations</li> <li>Facilitator to be carrying radio and first aid kit</li> <li>Riders will all travel in single file, employing a 3 second gap between riders</li> </ul>	Unlikely	Major	Satisfactory
Crash resulting in minor or no injury	<ul style="list-style-type: none"> <li>Participants wearing correct attire (enclosed footwear)</li> <li>Safety equipment available (helmets)</li> <li>Bikes maintained and checked before session</li> <li>Facilitator to carry radio and first aid kit</li> <li>Riders will all travel in single file, employing a 3 second gap between riders</li> </ul>	Possible	Minor	Satisfactory
Bikes ridden incorrectly – Running into other riders	<ul style="list-style-type: none"> <li>Briefing to cover how to ride safely e.g. not using feet as brakes, and instructing on not deliberately hitting other riders</li> <li>Riders will all travel in single file, employing a 3 second gap between riders</li> </ul>	Possible	Minor	Satisfactory
<b>People – Risk factors associated with the people using the activity</b>				
<b>Participant Behaviour</b> Inability or decision to not follow directions or cooperate	<ul style="list-style-type: none"> <li>Clear behaviour expectations set at start of activity sessions</li> <li>Encouraging supportive environment</li> <li>Maintaining supervision</li> <li>Outline consequences of inappropriate behaviour</li> <li>Removal of individual from activity or cancellation of activity</li> </ul>	Unlikely	Moderate	Satisfactory
<b>Participant Ability</b> Unable to complete activity due to: <ul style="list-style-type: none"> <li>Fear / Anxiety</li> <li>Complacency / Overconfidence</li> <li>Physical Ability</li> </ul>	<ul style="list-style-type: none"> <li>Supportive environment encouraged</li> <li>Participants briefed according to age, ability, experience</li> <li>Participation is based on meeting requirements</li> <li>Demonstration of understanding and/or skills must be shown prior to undertaking activity</li> <li>Participants are guided through activity supportively by Activity Facilitator</li> <li>Activities are challenge by choice - participants are positively challenged but not forced to participate in activity</li> </ul>	Likely	Minor	Satisfactory
<b>Activity Facilitator</b> Unsafe practices leading to an injury to a participant caused by: <ul style="list-style-type: none"> <li>Poor supervision by Activity Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>Activity Facilitators must always follow Standard Operating Procedures</li> <li>Activity Facilitators are trained and signed as competent, Vigilant supervision always required by Activity Facilitators</li> <li>Leader personal protective equipment and rescue equipment available at activity at all activity sessions</li> <li>Communication equipment available readily at activity sessions</li> </ul>	Unlikely	Major	Satisfactory
<b>Group Leader</b> Unsafe practices including: <ul style="list-style-type: none"> <li>Poor supervision by group</li> </ul>	<ul style="list-style-type: none"> <li>Groups briefed on requirement to provide supervising adult for participants under 18 years old prior to camp and activities</li> <li>Activity Facilitators will stop or cancel activity without adequate supervision from Group Leader</li> </ul>	Unlikely	Major	Satisfactory

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Hazard / Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Risk Rating
leaders				
<b>Observers</b> Injury to... Guests or others observing activity while it is running	<ul style="list-style-type: none"> <li>Observers not allowed to participate in activity without activity briefing</li> <li>Area provided away from track to observe from</li> </ul>	Unlikely	Moderate	Satisfactory
<b>Unsupervised Users</b> Injury to... Guests on site when activity is not running; Members of public accessing camp land (unauthorised)	<ul style="list-style-type: none"> <li>Groups briefed on not using facilitated activities without Activity Facilitators</li> <li>Bikes locked away when not in use</li> </ul>	Unlikely	Moderate	Satisfactory
<b>Equipment – Risk factors associated with the equipment used for the activity</b>				
<b>Equipment Failure</b> Due to improper use, faulty / damaged equipment  Bikes and helmets	<ul style="list-style-type: none"> <li>Activity Facilitators trained in selection, use, inspection, care &amp; maintenance of activity equipment</li> <li>Activity Facilitators perform check of equipment prior to each activity</li> <li>Participants briefed on proper use of equipment</li> <li>Equipment regularly inspected and maintained</li> <li>Equipment stored, maintained and retired according to manufacturer instructions</li> <li>Equipment used certified by manufacturer as suitable for use</li> </ul>	Rare	Major	Satisfactory
<b>Environment – Risk factors associated with the environment including weather</b>				
<b>Exposure to UV rays</b> Causing sunburn	<ul style="list-style-type: none"> <li>Shaded areas available at activity for most parts of day</li> <li>Sun smart strategies are encouraged</li> </ul>	Possible	Minor	Satisfactory
<b>Exposure to Heat</b> Causing dehydration, heat stroke etc.	<ul style="list-style-type: none"> <li>Shaded areas available at activity for most parts of day</li> <li>Sun smart strategies are encouraged</li> <li>Participants are encouraged to drink water, carry water bottles</li> <li>Guests are briefed on water filling locations on arrival</li> <li>Activities modified / cancelled if necessary or alternative activities arranged</li> <li>Activity located close to drinkable water source</li> </ul>	Unlikely	Moderate	Satisfactory
<b>Cold / Wet Weather</b> Causing hypothermia etc.	<ul style="list-style-type: none"> <li>Weather conditions regularly monitored for adverse conditions</li> <li>Participants briefed on wearing suitable protective clothing</li> <li>Activities modified / cancelled if necessary or alternative activities arranged</li> </ul>	Rare	Moderate	Satisfactory
<b>Lightning Strike</b>	<ul style="list-style-type: none"> <li>Weather conditions regularly monitored for adverse conditions</li> <li>Activities delayed / cancelled during lightning storm, participants moved to safe area</li> <li>Activities modified / cancelled if necessary or alternative activities arranged</li> </ul>	Rare	Catastrophic	Satisfactory
<b>Injury or Allergic Reaction caused by organism</b>	<ul style="list-style-type: none"> <li>Groups briefed on arrival on appropriate actions for sighting/be bitten by snakes</li> <li>Activity area regularly monitored for organisms commonly causing allergic reaction and treated accordingly</li> <li>Suitable medication and first aid to be readily available (user group must provide first aid)</li> <li>Communication equipment readily available</li> <li>Medical assistance within 15 minutes</li> </ul>	Unlikely	Major	Satisfactory
<b>Injury caused by contact with natural features</b>	<ul style="list-style-type: none"> <li>Regular checks of activity area carried out and appropriate maintenance performed (sticks removed etc.)</li> <li>Participants briefed on safe areas</li> <li>Arborist inspects trees for potential falling limbs</li> </ul>	Unlikely	Minor	Satisfactory

## Risk Ratings

This risk assessment is measured according to the following risk ratings:

### Likelihood Ratings

Likelihood is the description of the probability and frequency. The likelihood of the risks occurring as outlined in CCC Blue Mountains risk management plans is determined after the control measures have been implemented.

Score	Description	Broad description of frequency	Time framed description of frequency
1	Rare	The event may occur, but only in highly exceptional circumstances	Not expected to occur for years
2	Unlikely	Could occur at some time	Expected to occur at least annually
3	Possible	Might occur at some time	Expected to occur at least monthly
4	Likely	Will probably occur in most circumstances	Expected to occur at least weekly
5	Almost certain	Is expected to occur in most circumstances	Expected to occur at least daily

### Consequence Ratings

The outcome of an event or situation expressed qualitatively or quantitatively, being the human impact, damage to infrastructure, disruption to public or financial loss.

Score	Description	Injury or impact details
1	Insignificant	Little or no injury requiring no medical attention; Minimal impact on environment; Insignificant adjustments to program; Insignificant damage to property, normal wear; Some difficulty in retaining competent staff; Expected running costs incurred
2	Minor	Minor injuries requiring first aid / some medical attention; Minor impact to plants / animals, no disruption to ecosystems; Rescheduling / replacement of program activities to client satisfaction; Damage requiring small repairs, low cost; Some difficulty in attracting, developing, resourcing and retaining competent staff; Minor costs incurred (<\$250)
3	Moderate	Serious injuries requiring hospitalisation / ongoing medical attention; Ecosystem / landscape self repairs within 12mo; Significant disruption / cancellation of program events; Damage requiring moderate repairs or replacement, moderate cost; Significant difficulty in attracting, developing, resourcing and retaining competent staff; Moderate costs incurred (<\$1,000)
4	Major	Injuries that are life threatening or causing long term disability; Ecosystem / landscape self repairs within 36mo; Program disruption causing loss of program; Damage requiring high cost/projects for repair/replacement; Guest experience and program is majorly affected by lack of competent staff; Major costs incurred (<\$15,000)
5	Catastrophic	Fatality; Irrecoverable loss of ecosystem / landscape; Program disruption causing broad loss of reputation; Massive damage, significant replacement of infrastructure required; Programs unable to be fulfilled due to lack of competent staff; Massive costs incurred (>\$15,000)

The consequence of an incident occurring may vary greatly depending on the individual circumstances of each incident.

Example – A student trips and falls – a detailed analysis of falls might show that although falls occur weekly, more serious injuries from falls only occur once or twice a year. In the main most of the other falls have relatively minor outcomes. Therefore the incident could be scored either according to the severity of the actual outcome, or according to the most likely or typical outcome for that type of incident.

Both approaches are valid, however to ensure consistency CCC Blue Mountains has adopted an approach to record the most likely or typical outcome for all incidents.

### Risk Rating Matrix

All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk to determine if further treatment is required.

<i>Likelihood</i>	<i>Consequences</i>				
	<b>1 - Insignificant</b>	<b>2 - Minor</b>	<b>3 - Moderate</b>	<b>4 - Major</b>	<b>5 - Catastrophic</b>
<b>1 - Rare</b>	1	2	3	4	5
<b>2 - Unlikely</b>	2	4	6	8	10
<b>3 - Possible</b>	3	6	9	12	15
<b>4 - Likely</b>	4	8	12	16	20
<b>5 - Almost certain</b>	5	10	15	20	25

### Risk Treatment

<b>1-4 Low Risk</b>	<b>10 -14 High Risk</b>
<ul style="list-style-type: none"> <li>Risk does not generally need to be managed any further (current controls are adequate), however the risk needs to be monitored for changes in circumstances and current control effectiveness.</li> <li>Risk generally may be accepted.</li> </ul>	<ul style="list-style-type: none"> <li>Risk is unacceptable, risks must be further treated or removed to bring rating to medium</li> <li>Risks are to be re-assessed by Activities Manager</li> </ul>
<b>5-9 Medium Risk</b>	<b>15+ Extreme Risk</b>
<ul style="list-style-type: none"> <li>Risk needs to be regularly monitored for any changes and control/treatment effectiveness.</li> <li>Risk may be accepted after consideration.</li> </ul>	<ul style="list-style-type: none"> <li>Unacceptable risk, urgent attention is required to treat or remove risks</li> <li>Management to consider elimination of activity</li> </ul>

## Reporting & Revision

Risk Assessment Conducted by: Tim Legge

Position: Centre Manager, Lutanda Mt Victoria

Date of Risk Assessment: 21<sup>st</sup> October 2016

Date of Review: October 2017

Document Revision: Version 4

Risk Assessment Conducted by: Jemima Robinson

Position: Activities and Hosting Manager, Lutanda Mt Victoria

Date of Risk Assessment: 21<sup>st</sup> December 2017

Date of Review: December 2018

Document Revision: Version 5

Risk Assessment Conducted by: Thomas Austin

Position: Outdoor Education Manager, Lutanda Mt Victoria

Date of Risk Assessment: 24<sup>th</sup> January 2019

Date of Review: January 2020

Document Revision: Version 6

Risk Assessment Conducted by: Thomas Austin

Position: Centre Manager CCC Blue Mountains

Date of Risk Assessment: 20/02/2020

Date of Review: February 2021

Document Revision: Version 7